

GUIDE 2

STUDENT GROUP EXECUTIVE ROLES AND RESPONSIBILITIES

The role of the committee 'Executive' members must comprise of the following elected positions:

- President
- Treasurer
- Secretary

Student groups are welcome to include more positions at their discretion. These roles are to be named and the duties are to be outlined on the Student Group Registration Form

For the purposes of gender equality, it is highly recommended that committee members have an equal number of both female and male members in the above roles.

The committee members are responsible for the day to day operations of the group such as promotion, communications with members and setting meetings; managing the yearly budget and planning and delivering student group activities.

The Student Life team values the hard work of all its student group and the contribution you make to our overall missions and aims. Committee members not only act as ambassadors of their student group but also provide a positive culture to Victoria University as whole.

All positions work together closely and form the leadership driving the smooth running of your student group. The position descriptions of each role are detailed in the next section.

PRESIDENT

Role Purpose: To provide leadership for, and oversee the running of, representing your student group to other groups and external organisations.

Role and Responsibilities

- to abide by the terms of the VU Student Group Constitution
- to maintain regular communication with the VU Clubs Officer in regard to student group activities and any un/foreseen issues and consult and seek advice where necessary
- to aspire to model positive leadership behaviours and a positive attitude, taking responsibility for inspiring and engaging with your members and committee
- to support other committee members to achieve their goals and perform their roles, including a willingness to confront unhealthy attitudes and behaviours, resolve conflict and promote healthy relationships between members
- to regularly engage with your members to ensure your student group is benefiting your members
- to attend any meetings that involve your student group, e.g. attend committee meetings and/or meetings where attendance is required (Student Leadership Council meetings)
- to participate fully in the committee handover period and your AGM
- ensure maximum participation of your student group members through active promotion at Student Life events each year

- consult with this handbook and make sure relevant information is distributed around the committee and members
- timely completion of the annual re-affiliation process to continue as a Victoria University student group
- to ensure that your activities and events are inclusive
- in consultation with the Treasurer, monitor student group accounts and finances
- to sign that you have read, understood and agree to the above role and responsibilities on the Roles and Responsibilities Agreement Form

SECRETARY

Role purpose: The role and responsibilities of a Secretary concentrates on the administration of the student group and aiding the President in running any meetings; including minute taking and activities.

Role and Responsibilities:

- to abide by the terms of the VU student group constitution
- inform the VU Clubs & Societies Officer of your AGM within 14 days and complete the room bookings template to book a room (same process for general meetings)
- drawing up the Meeting Agenda with the President prior to it starting and sending out the Agenda to the relevant attendees and/or having it available for all attendees of the meeting
- check the minutes of the last meeting and note items for 'business arising'
- take the minutes of the meeting and make sure they are correct
- arrange correspondence in order and summarise the long items to save time during the meeting
- take an attendance list and apologies of those absent
- provide pencils and paper for ballots (for election of new committee during AGM)
- keep membership list updated (for new members and members who leave)
- writing up the minutes of all student group meetings and send them out to the relevant parties as soon as possible
- inform the President of any correspondence requiring urgent attention
- to sign that you have read, understood and agree to the above role and responsibilities on the Roles and Responsibilities Agreement Form

TREASURER

Role Purpose: To monitor finances of your student group, delivering updates to the committee and the VU Clubs Officer

Role and Responsibilities

- to follow the instructions to set up a student group bank account, and be both a signatory and card carrier for the student group bank account
- to ensure the student group CBA account is active and current in terms of card carriers and signatories. If an account is not open for the student group, the Treasurer must initiate the opening of the student group bank account
- to manage your student group's budget which must be through your CBA account (no personal or other external accounts may be used for student group business)
- be responsible for requesting funds on behalf of the student group from Student Life

- keep records of income and expenditure (e.g. use budget/financial template as a guide) and keeping receipts
- liaise with the VU Clubs Officer on matters of finance
- ensure that any handling of cash is done in a trustworthy manner with full records kept in the student group's cash receipt book
- to engage with and support other committee and your members and to contribute to your group initiatives
- to attend and participate in your committee meetings
- to participate fully in the committee handover period and your AGM
- to ensure that your activities and events are inclusive
- under no circumstances are student group funds to be used for personal investment or gain
- to sign that you have read, understood and agree to the above role and responsibilities on the Roles and Responsibilities Agreement Form